# Self-Reflective Team Communication Exercise Guiding Prompts & Work Style Table

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This exercise will help you and your team find the most effective ways to work together so that everyone will feel comfortable and included.

Use the prompts provided to brainstorm answers to the questions below, then complete the Work Style Table that follows (see page three).

Finally, share the information with your teammates to negotiate teamwork processes and guidelines that reflect everyone’s needs and preferences.

What do your teammates need to know about your work habits?

* What are your biggest time constraints?
* What kind of time commitments do you have?
* When are you most/least available for meetings?
* When do you do your best work? (Early? Mid-day? Late at night?)

What kind of work processes do you prefer?

* Do you prefer to work through material together or alone?
* Do you like to prepare everything well ahead of time or do you need the pressure of a deadline to finish your work?
* Do you prefer to build material detail by detail, or do you focus on the big picture and work out the details as you need to?
* Do you aim for perfection at every level or prioritize certain areas over others?

On which aspects of the project do you feel you could take the lead? What aspects would you prefer to support?

* Research, note-taking, process development?
* Planning, organizing, coordinating, scheduling?
* Design, technology, production, graphics?
* Presentation, performance, problem-solving?

What are some ways you tend to communicate?

* Do you tend to be direct or indirect?
* Are you more comfortable speaking in small groups or large groups?
* Do you prefer to communicate orally or in writing?
* Is there a technology you prefer? One you are uncomfortable with?

What worries you about teamwork?

* Whether you can fulfill all your responsibilities?
* Whether others will fulfill their responsibilities?
* Whether something will fall through the cracks?
* Whether everything will get done?

What information would help your teammates understand you better?

* You’re not angry when your voice gets loud; your just excited about an idea?
* Loud voices upset you, so you usually withdraw?
* When you close your eyes, you’re listening, not sleeping?
* You love/hate to make decisions?

# Work Style Table

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Question | My Work Style | How to Respond to My Style |
| Example:  What do your teammates need to know about your work habits? | Example:  I am really not a morning person. I work best from 1 p.m. to 2 p.m. I have a part-time job on Tuesdays and Fridays from 4-10 p.m., so can’t respond quickly those days. | Example:  Try not to get upset if I don’t answer email till late in the day, and not at all on Tuesdays and Fridays. Can we agree on check-in times that work with my part-time job commitments? |
| What kind of work processes do you prefer? |  |  |
| What do your teammates need to know about your work habits? |  |  |
| What kind of work processes do you prefer? |  |  |

# Work Style Table Continued

|  |  |  |
| --- | --- | --- |
| Question | My Work Style | How to Respond to My Style |
| On which aspects of the project do you feel you could take the lead? What aspects would you prefer to support? |  |  |
| What are some ways you tend to communicate? |  |  |
| What worries you about teamwork? |  |  |
| What information would help your teammates understand you better? |  |  |

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